

Countersign Preproposal

1 Introduction

Presubmissions, whether Letters of Intent (LOIs) or Preproposals, may be required for various Department of Energy (DOE) Office of Science (SC) Funding Opportunity Announcements (FOAs). At times, SC may also require (based on FOA guidelines) that a user with the institution's Submit to DOE privilege provide a countersignature on the presubmission as a final step of the submission process.

The purpose of this document is to provide step-by-step instructions for users to follow to countersign a Preproposal in PAMS.

2 Prerequisites

Before you can countersign a Preproposal in PAMS, the following criteria must be met:

- The user is associated to an Institution in PAMS and possesses the Submit to DOE privilege for that Institution.
- A user who does not possess the Submit to DOE privilege for the Institution has submitted a Preproposal for countersignature.

3 Countersign Preproposal

1. Log in to the PAMS external website at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx>
2. Navigate to the **Tasks** tab. (Figure 1)

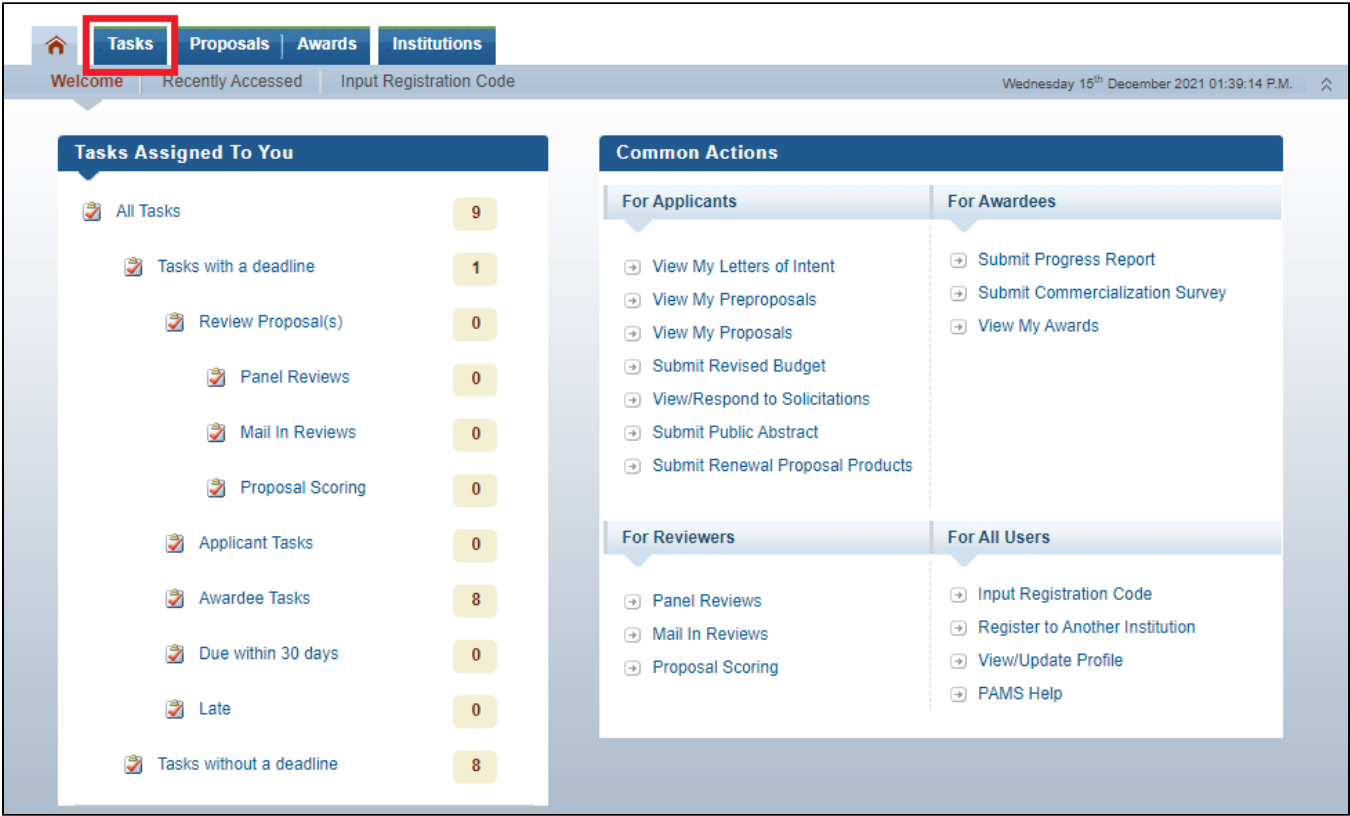


Figure 1. PAMS Homepage, Tasks

3. PAMS will navigate to the Pending Tasks – List page, which displays all tasks currently assigned to you in PAMS. Browse the list or use the filters or advanced search above the grid to find the Countersign Preproposal task you would like to complete. Once you have found the task, click **Submit Preproposal** in the Options column. (Figure 2)

Home

Tasks

Proposals

Awards

Institutions

Browse

Wednesday 15th December 2021 02:39:39 P.M.

ALL ENTITIES <<

Tasks

Tasks

Pending Tasks

Applicant/Grantee

Presubmission

Countersign Preproposal

Countersign Letter of Intent

Proposals

Complete Revised Budget

Submit Revised Budget

Award

Progress Report

Renewal Proposal

Products

Award Access Request

Institution

You are here: Home » Tasks » Browse » Tasks []

Pending Tasks - List

Not Completed Recently Completed

Detailed View Search Saved Searches

1

Page size: 15

Go

9 items in 1 page(s)

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
<div>01/30/2022</div> <div>12:00 AM</div> <div>(46 Days)</div>	Presubmission	PRE-0000000000	Countersign Preproposal	N/A	[Institution Name, City, State]	Submit Preproposal
N/A	Award	0000000000	Award Access Request - Award Modification Request	DE-SC00000000	[Institution Name, City, State]	Approve/Disapprove Access

Figure 2. Pending Tasks – List, Submit Preproposal

4. PAMS will navigate to the Countersign Preproposal page, which displays all the information about the Preproposal. Select the “Approve and Submit to DOE” or “Disapprove” radio button. (Figure 3)

Home

Tasks

Proposals

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Wednesday 15th December 2021 02:40:45 P.M.

⌵

ALL FUNCTIONS

Tasks

Tasks

Pending Tasks

Applicant/Grantee

Presubmission

Countersign Preproposal

Countersign Letter of Intent

Proposals

Complete Revised Budget

Submit Revised Budget

Award

Progress Report

Renewal Proposal

Products

Award Access Request

Institution

Institution Access Request

Reviewer

Review

Mail In

Panel Review

Proposal Scoring

You are here: Home » Tasks » Browse » Applicant/Grantee [] » Countersign Preproposal

Countersign Preproposal

Solicitation Information

Solicitation

[Solicitation]

Institution Information

Institution

[Institution Name]

Institution Type

[Type]

UEI Number

DUNS Number

[DUNS]

PI Information

Name

[LastName, FirstName]

Position Title

Email Address

[Email Address]

Phone Number

[Phone Number]

Address

[Address]

Project Information

Title

[Title]

Program Manager

[LastName, FirstName]

Preproposal Submitted Date

N/A

Preproposal

Document Name	Size	Date Attached	Description
FILE.docx	11 kB	12/15/2021	

Request Details

Initiated By: [LastName, FirstName]

Initiated On: 12/15/2021

Submission Deadline: 1/30/2022 (46 Day(s) Remaining)

Countersign Preproposal

★ Countersign Preproposal

☐ Approve and Submit to DOE
 ☐ Disapprove

Approximately 2 pages (Max 3000 Characters): 3000 Characters left.

Comments

(Required for disapproving)

Cancel

Submit Decision

Figure 3. Countersign Preproposal



If you select “Disapprove”, you must provide comments in the Comments field. These comments will be viewable by the submission requestor.

5. When you are finished, click **Submit Decision** in the bottom right corner of the page.

6. PAMS will navigate to the Countersign Preproposal – List page and display a green success message confirming that the decision has been recorded successfully. (Figure 4)

The screenshot displays the PAMS (Proposal and Award Management System) interface. The top navigation bar includes tabs for Home, Tasks, Proposals, Awards, and Institutions. The left sidebar, titled 'ALL FUNCTIONS', lists various tasks under categories like Tasks, Applicant/Grantee, Presubmission, Proposals, and Award. The main content area is titled 'Countersign Preproposal - List' and features a green success message: 'Success: You have successfully submitted the Preproposal.' Below the message is a search bar and a table with columns: Submission Deadline, Preproposal Number, Title, Institution, PI, and Options. The table is currently empty, displaying 'No records found.' and '0 items in 1 page(s)'. The page also includes pagination controls and a 'Page size: 15' dropdown.

Figure 4. Countersign Preproposal – List, Success